



*Established more than
60 years ago, Unemployment
Insurance (UI) is a unique
federal-state program that
provides temporary financial
assistance to individuals who
are unemployed through no
fault of their own.
Eligibility is based on wages
earned during a specific
period of time.*



Gray Davis
Governor
STATE OF CALIFORNIA

Stephen J. Smith
Secretary
LABOR AND WORKFORCE DEVELOPMENT AGENCY

Michael S. Bernick
Director
EMPLOYMENT DEVELOPMENT DEPARTMENT



FOR YOUR BENEFIT WHEN YOU NEED IT

HOW TO FILE AN UNEMPLOYMENT INSURANCE CLAIM

The State of California Employment Development is a recipient of federal and state funds, is an equal opportunity employer/program, and is in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Special requests for alternate formats need to be made by calling the information numbers listed in this brochure.

UNEMPLOYMENT INSURANCE

WHO SHOULD FILE

You may be eligible to receive UI benefits if you are:

- ◆ Out of work or when your hours are reduced
- ◆ Physically able to work
- ◆ Actively seeking work
- ◆ Ready to accept work

WHEN TO FILE

You should apply for benefits as soon as you are unemployed or your hours are reduced. Your claim will be effective on the Sunday prior to the date you file. All claims have a one-week, unpaid waiting period.

HOW MUCH IT PAYS

You can receive a minimum of \$40 to a maximum \$370 a week up to 26 weeks depending on your past quarterly earnings.

WHAT YOU NEED TO FILE

To determine if you are eligible to receive benefits, you will be asked a variety of questions such as information about your past employers and the reason you are out of work. To ensure your claim is filed as quickly as possible, you should have the following information ready before you file your claim:

- ◆ Your name, address, telephone number, birth date, and social security number
- ◆ Your last employer's name, address, telephone number, and last date worked
- ◆ The specific reason you are no longer working
- ◆ Your citizenship status, and if applicable, your alien registration number

HOW TO FILE

INTERNET

File on-line anytime with **eApply4UI**. You can file a new claim, reactivate an existing claim or file for extended benefits. **eApply4UI** is also available in Spanish.

 **eApply4UI** www.edd.ca.gov/eapply4ui

TELEPHONE

- | | |
|----------------|----------------|
| ◆ English | 1-800-300-5616 |
| ◆ Spanish | 1-800-326-8937 |
| ◆ Cantonese | 1-800-547-3506 |
| ◆ Vietnamese | 1-800-547-2058 |
| ◆ TTY | 1-800-815-9387 |
| ◆ Out-of-State | 1-800-250-3913 |

Call between 8 a.m. and 5 p.m. (Pacific Standard Time), Monday through Friday, except holidays. It will take about 10-15 minutes to file your claim. However, when the volume of call is high, your wait time may be longer. Payment information is available 24-hours a day.

LOCAL OFFICE

Visit your One-Stop Career Center or Employment Development Department (EDD) office to pick up a UI application (DE 1101 I). Completed applications can be faxed or mailed at your convenience.

WHAT HAPPENS NEXT

After you file your claim, please allow 10 days for processing. If you do not receive notification in the mail after 10 days, contact EDD.

WHAT OTHER RESOURCES ARE AVAILABLE

Through the One-Stop Career Centers, EDD provides people with tools they need to find a job. Services include automated job listings, résumé and job search workshops, and referrals to training. All of these no-fee resources are provided to ensure that a job search is a successful one. One-Stop Career Centers offer:

- ◆ Job search assistance
- ◆ Job listings through CalJOBSSM
- ◆ Access to telephones, Internet, printers, fax machines, and copy machines
- ◆ Workshops
- ◆ Information on wages and trends
- ◆ Community resources
- ◆ Referrals to other services
- ◆ And more

To find the nearest One-Stop Career Center call America's Workforce Network's Toll-Free Help Line at **1-877-US 2 JOBS** (1-877-872-5627) or access www.servicelocator.org to receive information about available services in your local community. The information is available in more than 140 languages and there is TTY access (1-877-889-5627) for the hearing impaired.